

SECTION G
CONTRACT ADMINISTRATION DATA

SECTION G
CONTRACT ADMINISTRATION DATA
TABLE OF CONTENTS

Section	Clause	Page
G.1	CORRESPONDENCE PROCEDURES	1
G.2	CONTRACT ADMINISTRATION	1
G.3	CONTRACTING OFFICER REPRESENTATIVE (COR)	1
G.4	BILLING INSTRUCTIONS	1
G.5	DOE-ORP PROPERTY ADMINISTRATION	3
G.6	RESERVED	3
G.7	REPRESENTATIONS AND CERTIFICATIONS	3
G.8	DELIVERY DESTINATION FOR CORRESPONDENCE AND CONTRACT DELIVERABLES	43
G.9	REPORTS AND DRAWINGS	54
G.10	SAFETY REGULATION OFFICIAL	65

SECTION G

CONTRACT ADMINISTRATION DATA

G.1 CORRESPONDENCE PROCEDURES

To promote timely and effective administration, correspondence submitted under this Contract shall include the Contract number and be subject to the following procedures:

- (a) Technical Correspondence. Technical correspondence (as used herein, excludes technical correspondence where patent or technical data issues are involved and correspondence which proposes or otherwise involves waivers, deviations, or modifications to the requirements, terms, or conditions of this Contract) shall be addressed to the U.S. Department of Energy (DOE) ORP Contracting Officer's Representative (COR), with an information copy addressed to the DOE-ORP Contracting Officer and DOE-ORP Correspondence Control.
- (b) Other Correspondence. All other correspondence, except Contractual issues, shall be addressed to the COR with information copies of the correspondence to the Contracting Officer (CO), ORP Manager, DOE-ORP Correspondence Control, and the U.S. Department of Energy, Richland Operations Office (RL) Patent Counsel (when patent or technical data issues are involved). For Contractual issues (includes Contractor initiated correspondence and Contractor responses to CO-signed correspondence), the correspondence shall be addressed to the CO, with information copies to the ORP Manager and the others as listed above. (M120) (M131)

G.2 CONTRACT ADMINISTRATION

The ORP Contracting Officer (CO) is:

U. S. Department of Energy
Office of River Protection, MS H6-60
Thomas M. Williams (M103)
Contracting Officer
Office of Project Administration
P.O. Box 450
Richland, WA 99352

Tele: (509) 372-0098 (M033)
Fax: (509)376-5177 (M103)
E-mail: Thomas_Williams@orp.doe.gov (M103) (M131)

G.3 CONTRACTING OFFICER REPRESENTATIVE (COR)

The COR will be designated by separate letter and will represent the ORP Manager and CO in the technical phases of the work. The COR is not authorized to change any of the terms and conditions of this Contract. The CO, through properly written modification(s) to the Contract, is the only person authorized to make changes to the work scope.

G.4 BILLING INSTRUCTIONS (M162)

- (a) ~~Invoices: Invoices shall be submitted in triplicate (original and two copies).~~ Data supplies will consist of and be submitted in accordance with the following:

(1) One complete copy of the billing (PDF format) and a download of the details of the invoice transactions (Excel format) saved in Bechtel National, Inc's (BNI) document repository, eRoom. Access to the specific folder in eRoom will be limited to the Contracting Officer and Assistant Manager for the Waste Treatment Plant. In addition, access will be granted to those individuals within the department identified by the Contracting Officer and agreed to by BNI Controller. Original and copies of invoices shall be submitted simultaneously. Invoices not simultaneously received by all addressees may be rejected or have payment delayed.

(2) In addition to the information required by the Section I Clause entitled, *Prompt Payment* (FAR 52.232-25), the following information must be included on each invoice:

Budget and Reporting (B&R) Breakout ~~(if required).~~
~~Cost Center Code OBN0.~~

(3) Electronic input of billing values into the VIPERS system and attached copy of Standard Form 1034 and individual summary invoices (face sheets) Original invoice shall be submitted to the paying office at either the postal address or express courier address, as follows:

~~PAYING OFFICE – POSTAL ADDRESS:~~

~~U.S. Department of Energy
Oak Ridge Financial Service Center
P.O. Box 4307
Oak Ridge, TN 37831~~

~~PAYING OFFICE – EXPRESS COURIER ADDRESS:~~

~~U.S. Department of Energy
Oak Ridge Financial Service Center
200 Administration Road
Oak Ridge, TN 37830
(Phone No. 423-241-5073)~~

(4) Electronic notification of each invoice submitted to the COR and CO to the following addresses:

Thomas_Williams@orp.doe.gov
U.S. Department of Energy
ORP
Thomas M. Williams (M103)
Contracting Officer

Guy_A_Girard@orp.doe.gov
U.S. Department of Energy
ORP
Guy A. Girard (M039) (M157), COR
Acting Assistant Manager for the
Waste Treatment Plant

Ashley_T_Morris@orp.doe.gov
U.S. Department of Energy
ORP
Ashley T. Morris
Contract Specialist

~~One copy of each invoice submitted to the COR and CO at the following addresses, as appropriate:~~

~~CO POSTAL ADDRESS:~~

~~U.S. Department of Energy
Office of River Protection
Thomas M. Williams (M103)
Contracting Officer
Office of Project Administration
P.O. Box 450 (MS H6-60)
Richland, WA 99352~~

~~CO EXPRESS COURIER ADDRESS:~~

~~U.S. Department of Energy
Office of River Protection
Thomas M. Williams (M103)
Contracting Officer
Office of Project Administration
2440 Stevens Center Place (MS H6-60)
Richland, WA 99354
(Phone No. 509-372-0098)~~

~~COR POSTAL ADDRESS:~~

~~U.S. Department of Energy
Office of River Protection
Guy A. Girard (M039) (M157), COR
Acting Assistant Manager for the
Waste Treatment Plant (M157)
P.O. Box 450 (MS H6-60)
Richland, WA 99352~~

~~COR EXPRESS COURIER ADDRESS:~~

~~U.S. Department of Energy
Office of River Protection
Guy A. Girard (M039) (M157), COR
Acting Assistant Manager for the Waste
Treatment Plant (M157)
2440 Stevens Center Place (MS H6-60)
Richland, WA 99354
(Phone No. 509-376-3681)~~

~~NOTE: Changes, additions, and/or deletions to CORs will be transmitted by letter.~~

- (b) Invoices for payment shall be submitted the first Federal business day on or after the 5th and 22nd of each month with the exception of the month of February when the second invoice will be delivered on the 21st. All invoices shall be supported by a billing schedule summarized by funding source/project breakdown summary (PBS) group. Under Section I Clause entitled, *Prompt Payment* (FAR 52.232-25, paragraph (b)), the inserted text shall be "seventh".
- (c) Payment of submitted invoices shall be made electronically and in accordance with the *Prompt Payment Act*. Specific payment instructions shall be included in the invoice.

G.5 DOE-ORP PROPERTY ADMINISTRATION

For purposes of administering DOE-ORP property, the point of contact is:

U. S. Department of Energy
Office of River Protection (M103)
Richard R. McNulty
Property Administrator
Office of Project Administration
P.O. Box 450
Richland, WA 99352
(509) 373-9304

G.6 RESERVED

G.7 REPRESENTATIONS AND CERTIFICATIONS

The Representations, Certifications, and Other Statements of Offerors, submitted with the Contractor's latest offer, are hereby incorporated into this Contract by reference.

G.8 DELIVERY DESTINATION FOR CORRESPONDENCE AND CONTRACT DELIVERABLES

- (a) The following delivery points apply to correspondence and deliverables described in Section C, *Statement of Work*. The addressee and principal delivery point for correspondence shall be as follows:
- Technical Correspondence: shall be the Contracting Officer's Representative (COR),
 - All "Other Correspondence", except Contractual issues: shall be the COR.
 - Contractual issues: shall be the Contracting Officer (CO).
 - Deliverables: shall be the COR. (M120) (M131)
- (1) Contracting Officer (CO)
- Mr. Thomas M. Williams (M103)
Contracting Officer
U. S. Department of Energy
ORP
MS H6-60
P.O. Box 450 (for U.S. Mail delivery) or 2440 Stevens Center Place (for hand delivery)
Richland, WA 99354
- (2) DOE-ORP Correspondence Control
- U. S. Department of Energy
ORP
DOE-ORP Correspondence Control
MS H6-60
P.O. Box 450 (for U.S. Mail delivery) or 2440 Stevens Center Place (for hand delivery)
Richland, WA 99354
- (3) Contracting Officer Representative (COR)
- Mr. Guy A. Girard (M039) (M157)
Acting Assistant Manager for the Waste Treatment Plant
U. S. Department of Energy
ORP
MS H6-60
P.O. Box 450 (for U.S. Mail delivery) or 2440 Stevens Center Place (for hand delivery)
Richland, WA 99354
- (4) Office of River Protection Manager (OM)
- Ms. Shirley J. Olinger (M103) (M131)
Manager
U. S. Department of Energy
ORP
MS H6-60
P.O. Box 450 (for U.S. Mail delivery) or 2440 Stevens Center Place (for hand delivery)
Richland, WA 99354
(M120)

- (b) For other correspondence, the delivery points are those specified in Clause G.8(a). The following delivery point also applies when patent or technical data issues are involved.

RL Patent Counsel

U. S. Department of Energy
Richland Operations Office
Office of Chief Counsel
MS A4-52
P.O. Box 550
Richland, WA 99352

- (c) The following delivery point applies to deliverables required under DOE Order 241.1, *Scientific and Technical Information Management*.

Office of Scientific and Technical Information (OSTI)
U.S. Department of Energy
P.O. Box 62
Oak Ridge, TN 37831

G.9 REPORTS AND DRAWINGS

The following requirements apply to submission of all data deliverables.

- (a) The Contractor shall ensure that all data deliverables are as follows:
- (1) Legible, sequentially numbered, and securely bound; and
 - (2) Clear, concise English using precise technical writing.
- (b) The Contractor shall prepare and submit reports as follows:
- (1) Title page or cover sheet that identifies author, deliverable(s), and date;
 - (2) Text on standard 8 ½" x 11" letter size paper (one-way foldouts or larger sizes may be included with report text); and
 - (3) Other requirements identified in Section C, Standard 1, *Management Products and Controls*.
- (c) The Contractor shall prepare and submit drawings in accordance with American National Standards Institute (ANSI)/American Society of Mechanical Engineers (ASME) Standard Y-14 series, Drafting Standards and shall be assigned a unique number by the Contractor.
- (d) The Contractor shall submit deliverables, as follows:
- (1) One reproducible hard copy with attachments and enclosures and one electronic copy of all to the COR. (M127)
 - (2) One reproducible hard copy with attachments and enclosures to the DOE-ORP Correspondence Control.

- (3) All electronic files shall be editable and have all functions normally available in the software for which the data was originally generated. Electronic files will be complete and consist of all data used or developed by the Contractor to generate the submission. The Contractor shall also provide a list of the electronic files included in the submission, documenting the specific deliverable for which the electronic files pertain, and the software and version used. In the event that the Contractor uses an internal proprietary software package, a copy shall be provided to DOE-ORP.
- (e) The Contractor shall maintain configuration control over changes to information provided to the Contractor by DOE-ORP or Government contractors, including and not limited to drawings, specifications, electronic files, letter reports, calculations, analysis reports, etc., as appropriate, using Contractor's established policies and procedures. The Contractor shall assign their own identifying number to information that they either create or change.

G.10 SAFETY REGULATION OFFICIAL

- (a) The Director of the ORP Safety Regulation Division will have the authority for: 1) stopping work if the Contractor fails to provide the required levels of radiological, nuclear, and process safety; 2) authorizing the resumption of work upon completion of corrective actions; and 3) providing regulatory approval relating to authorizing start of construction, and initiation of radiologically hot operations. The Safety Regulatory Official's authority for radiological, nuclear and process safety is independent and distinctly severable from ORP line management organizations. The Safety Regulation Division intends to utilize pre-established processes and action criteria whenever possible in order to minimize the impact to the Contractor. The Contractor may be entitled to an equitable adjustment in Contract target cost, fee elements, schedule, and/or baseline for any additional delay or costs resulting from the issuance of a stop work order hereunder by the Safety Regulation Division unless the issuance of such stop work order was the result of actions of the Contractor that were not in conformance with the terms of the Contract.
- (b) The Safety Regulation Official is:

Mr. William J. Taylor (M103)
Safety Regulation Official
U. S. Department of Energy
Office of River Protection
Safety Regulation Division
MS H6-60
P.O. Box 450
Richland, WA 99352